

MARTIN VAN BUREN NATIONAL HISTORIC SITE

PUBLIC USE COUNTING AND REPORTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by Martin Van Buren National Historic Site. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Socio-Economic Studies Division to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

Recreation Visits

If the visitor center is open

1. The number of entrants.
2. The number of visits taking tours of the house.
3. The number of special event visits on the grounds.

If the visitor center is closed

1. The number of entrants.
2. The number of visitors to the library.

Non-recreation Visits

The number of delivery and trades person visits is estimated at 44 per month.

Recreation Visitor Hours

1. The number of tour visits is multiplied by 1 hour.
2. The number of special event visits is multiplied by 1.5 hour.
3. The number of entrants is multiplied by 1 hour.
4. The number of library visitors is multiplied by 1 hour.

Non-recreation Visitor Hours

The number of non-recreation visits is multiplied by 0.25 hours.

Special Use Data

Line n. The number of tour buses